

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a proven track record of [specific skills or experiences relevant to the position], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job], and equipped me with the abilities to [how you can contribute to the company].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I admire [anything notable about the company, such as innovation, community involvement, etc.], and I am eager to bring my expertise in [your expertise relevant to the role] to your team.

Enclosed is my resume that further outlines my qualifications. I am looking forward to the possibility of discussing how I can contribute to the success of [Company's Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]